

**MINUTES OF
BICKLEIGH PARISH COUNCIL MEETING
HELD AT 19:30HRS ON THURSDAY 28th MAY 2020
BY ZOOM CONFERENCING**

PRESENT: Cllrs: B Spencer (Chairman), L Tamsett-White (Vice-Chair), C Spencer, N Hopwood, K Archer, P Blight,

IN ATTENDANCE: Mrs K Heald (Clerk) and two members of public

The Chairman opened the meeting at 19:33hrs announcing that the council was using the forty minute version of zoom and if the meeting goes on beyond forty minutes the same login details can be used to recommence the meeting.

1/20 APOLOGIES

The Councillors resolved to accept the apologies from Cllrs L Taylor and W Haymes.

Cllr S Rundell was absent from the meeting but apologies had not been received.

2/20 DECLARATIONS OF INTEREST

Standing declarations of interests received from Cllr B Spencer and Cllr C Spencer. Dispensations have previously been granted for Cllr B Spencer and Cllr C Spencer to remain in the meeting whilst discussions on the Woolwell Centre take place. (see footnote)

Due to her spouse being a director of Electrical & Security Limited, Cllr K Archer declared a pecuniary interest agenda / minute reference item 10/20(c).

3/20 OPEN PUBLIC FORUM

A member of the public praised the council for organising the zoom meeting. She also addressed the clerk saying she had noticed she was leaving the council and expects the council are sorry to see her go. The clerk responded by thanking her for her comments confirming she had resigned.

4/20 APPROVAL OF MINUTES FROM THE PREVIOUS MEETINGS

(a) MINUTES OF THE FULL COUNCIL MEETING HELD ON 30th APRIL 2020

It was highlighted the clerk had emailed V2 of draft minutes to councillors but version 3 had been uploaded onto the website. The following amendments were raised:

Minute 219/19 – working groups - amend point of '*chairman*' to point of '*contact*'

Minute 219/19 – amend '*capable to functioning correcting*' to '*capable of functioning correctly.*'

Minute 219/19 - Asset & Green spaces working group. Amend '*R*' Rundell to '*S*' Rundell.

Cllr C Spencer queried the internal auditor costs with the clerk. The clerk confirmed she had spoken to the chairman and costs for the audit is £375.00, which is an amendment from the price in her report of, which stated the fee would be £325.00.

It was proposed by Cllr B Spencer and seconded by Cllr P Blight that subject to the above amendments the minutes from the meeting held on 30th April 2020 be recorded as a true and accurate record of the meeting. **RESOLVED.**

(b)MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 14TH MAY 2020

The clerk had highlighted to the chair of the staffing committee that the approval of minutes for the staffing committee meeting held on 14th May 2020 had not been included on their most recent agenda (the meeting of 26th May 2020). The committee members present in the staffing committee meeting held on 14th May resolved to approve the minutes their meeting. It was proposed by Cllr K Archer and seconded by Cllr C Spencer that the minutes are approved as true and accurate of the meeting. The motion was agreed by all staffing committee members who were present in the council meeting. **RESOLVED.**

5/20CONSIDERATION OF PLANNING APPLICATION

Planning Application Ref: [1303/20/FUL](#)

Applicant name: Mr David Horswell

Description: Provision of heritage style garage and new access track

Address: Roborough Farm, Tamerton Road, Roborough, PL6 7BQ

It was proposed by proposed by Cllr C Spencer and seconded by Cllr L Tamsett-White that the council support the planning application. **RESOLVED.**

6/20FINANCE

(a)To agree the payments as presented by the clerk

Cllr N Hopwood declared a personal interest in the item below.

WOOLWELL CENTRE EXPENDITURE

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
21/05/2020	J B Plumbing	890.00	0.00	890.00	Minute 160/19(c) from 19/12/2019. The council resolved to budget £1,500 for these works.

Cllr C Spencer advised, that due to covid-19 restrictions, she was asked by the Woolwell working group that the work had been completed satisfactorily. It was proposed by Cllr K Archer and seconded by Cllr L Tamsett-white that the above payment is approved. **RESOLVED.**

Cllr B Spencer, Cllr C Spencer and Cllr N Hopwood did not take part in the voting.

COUNCIL ADMINISTRATION COSTS

INVOICE DATE	SUPPLIER	TOTAL OWING £	V.A.T. £	NET £	DETAILS
24/04/2020	Wiseman, Matt	54.00	0.00	890.00	Bus shelter cleaning – 3 shelters cleaned in April 2020.
30/04/2020	RBS Rialtas	42.00	7.00	35.00	End of year online support training and support. Alpha accounting software package.
02/04/2020	EE	24.52	4.09	20.43	Telephone and broadband - April
02/05/2020	EE	24.52	4.09	20.43	Telephone and broadband - May

The council discussed the bus shelter cleaning and it was noted the perspex needs replacing. **Action:** Proposal previously submitted by Cllr Archer to be revisited by the Assets & Green Spaces working group.

It was proposed by Cllr K Archer and seconded by Cllr L Tamsett-White that the above payment is approved. **RESOLVED**

Payments made since the meetings

26/05/2020 - £15.59 reimbursed to the clerk in respect of a payment made to DPD couriers to send documents to the internal auditor.

01/05/2020 - £990.00 payment to the Woolwell Centre. Payment made in error due to standing order cancellation having not gone through. The payment was allocated to cover the cost of odd jobs / maintenance works in the Woolwell Centre. Minute 160/19(d) from 19/12/2019.

30/04/2020 – Parish clerk payment for 70 hours plus payment to HMRC.

(b)The clerk reported the bank balance as at 28/05/2020 was £100,754.57

(c)The council noted the Unity Trust current account bank reconciliation as at 30/04/20

Cllr C Spencer enquired about the transactions showing Co-operative bank account.

The Clerk confirmed the account was closed and the transactions relate to incorrect postings on the accounting system.

(d)The council noted the Unity Trust savings account bank reconciliation as at 30/04/20

8:00pm: The meeting adjourned so the Councillors could participate in applauding the NHS and key workers.

8:05pm: Meeting reconvened

7/20 TO NOTE AND AGREE RECOMMENDATIONS FROM THE BUDGET & FINANCE WORKING GROUP MEETING ON 12TH MAY 2020

- (a)It was noted Cllr B Spencer was chairman of the budget and finance working group (WG1)
- (b)Cllr S Rundle was absent from the meeting (WG2)
- (c)It was proposed by Cllr C Spencer and seconded by Cllr B Spencer that the council agrees the terms of reference. Motion agreed by all present. (WG3) **RESOLVED.**
- (d)It was proposed by Cllr P Blight seconded by Cllr B Spencer that the council agrees the proposed financial risk assessment. Motion agreed by all present. (WG4) **RESOLVED.**
- (e)It was proposed by Cllr C Spencer seconded by Cllr B Spencer that the council agrees the statement of internal control procedures. Motion agreed by all present. (WG5) **RESOLVED.**
- (f)To actions outstanding for the internal auditor requirements had been reviewed by the working group (WG6) **RESOLVED.**

8/20 TO NOTE AND AGREE RECOMMENDATIONS FROM THE ASSET & GREEN SPACES WORKING GROUP MEETING ON 14TH MAY 2020

- (a)It was noted that Cllr B Spencer was nominated as the chairman of the Asset & Green Spaces working group . (WG1)
- (b)To amendments to the council's asset register had been circulated to the councillors (WG3). Cllr N Hopwood raised a question of the asset valuation of the Christmas tree. The clerk responded that the valuation had been noted but for the purpose of the AGAR (Annual Governance Accountability Review required for audit purposes) the tree is valued at a nominal community asset value of £1.
- (c)To note the agreement for Arborcure to commence works on the grass cutting (WG4)
- (d)It was agreed the Asset and Green Spaces working group will review the Devon County Council grass cutting maps (WG5)
- (e)To agree the review of terms of use for Roborough Green (WG 6)

(f) It was noted the council's insurance policy is due for renewal on 2nd June 2020. The Asset and Green Spaces working group had reviewed the policy and the clerk had submitted queries to Came and Company, the council's insurers. The responses had been fed back to the group. It was agreed under the clerk's delegated authority the clerk would issue the renewal payment to Came and Company (WG7)

(g) To agree the groups recommendation on regarding the paintwork, security, aerial cover, and electric meter installation for the office portacabin. (WG8)

- Cllr N Hopwood was unaware a parishioner offered to paint the portacabin free of charge. (see appendix 2). Due to the covid-19 restrictions and volunteer being in isolation the matter will be added to the Asset & Green Spaces Working Group action list.

- The security cameras are covered under agenda item 10/20(d)

- The clerk had not had time to investigate aerial coverage for mobile and internet connection in the office portacabin.

- The working group has recommended an electric meter is not required. Any electric usage in the cabin is covered by the rent paid to the Woolwell Centre. It was proposed by Cllr P Blight, seconded Cllr N Hopwood, and agreed by all councillors that the council accepts the recommendations outlined in 8g. **RESOLVED**

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9/20 TO NOTE AND AGREE RECOMMENDATIONS FROM THE BUDGET & FINANCE WORKING GROUP MEETING ON 20TH MAY 2020

(a) To consider the use of a council pre-paid card with a limit of £50.00 (WG8)

It was proposed by Cllr L Tamsett-white and seconded by Cllr P Blight that at the appropriate time the council arranges the use of a prepaid debit card. The motion was agreed by all councillors. **RESOLVED.**

(b) To note and agree the groups comments and review of explanation of variance form (WG7).

The clerk stated it was the responsibility of the clerk to complete the explanation of variance form for the annual audit. Feedback from the budget and finance working group had been noted.

Due to her declaration of interest Cllr K Archer vacated the meeting.

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10/20 TO NOTE AND AGREE RECOMMENDATIONS FROM THE WOOLWELL WORKING GROUP MEETING HELD ON 18TH MAY 2020

(a) Cllr N Hopwood was nominated as chair of the Woolwell Working group

(b) The recommendation to accept the quotation of £3,481 from JT Greaves to rectify faults found following the electrical survey completed in the Woolwell Centre was approved. (WG3)

(c) The recommendation to accept the quotation of £420 from E & S Ltd to replace the emergency lighting in the Woolwell Centre was approved. (WG4)

(d) The recommendation to consider the installation of a new CCTV camera, with a budget of £500, facing the council's office, using the Woolwell Centre's recording equipment was approved. (WG5)

(e) The following purchases were approved:

- (i) £2,268 for computer equipment, (ii) £1,708 installation of wifi, (iii) £9,074 replacement flooring (WG6), as per the resolution passed in the full council meeting held on 19th December 2019, to provide a grant to the Woolwell Centre for £15,000, minute 156/19b.

In respect of agenda item 10/20(e) the clerk informed the council that she would seek professional advice regarding the claiming of V.AT. for the Woolwell Centre grant (see appendix 3).

11/20UPDATE ON BROADBAND ISSUES IN BICKLEIGH PARISH

The chairman announced he had had a zoom meeting with officials from Connecting Devon & Cornwall last week. An announcement will be made that BT have now been awarded a contract to install high speed broadband into rural areas and Bickleigh and Shaugh Prior are one of the first areas to benefit. Surveying of the area is due to commence around 01 June and the objective is to cable the whole area within the next 3 to 6 months. This will include all properties that do not currently have high speed broadband. The news is welcomed by the Council but there is some disappointment regarding time scales over which we have no control. The chairman has posted the information on Bickleigh Parish Council group page and following this evening's meeting the posting will also be put on the council's main facebook page

12/20TO NOTE THE CLERKS' RESIGNATION

The chairman announced the clerk had resigned stating this was being dealt with by the staffing committee. The clerk confirmed she had given three months' notice, and this was acknowledged by the chairman. The chairman asked if anyone wished to add anything and Cllr N Hopwood responded by wishing the clerk all the best.

13/20DATE OF NEXT PARISH COUNCIL MEETING

25th June 2020

The meeting closed at 20:35